



National Geospatial-Intelligence Agency
7500 GEOINT Drive
Springfield, Virginia 22150

NGA-20130231F

Date: July 8, 2013

Ms. Mara Berg
MuckRock News
DEPT MR 4971
PO Box 55819
Boston, MA 02205-5819

Dear Ms Berg:

This letter acknowledges receipt of your Freedom of Information Act (FOIA) request submitted to the National Geospatial-Intelligence Agency (NGA), received in the FOIA/PA Requester Service Center on April 12, 2013. The number listed above has been assigned to identify your FOIA request, in which you requested a copy of all documents or memos regarding guidelines for appropriate office apparel.

Enclosed please find a copy of the document that you requested.

There are no fees associated with this FOIA request and we consider this FOIA request to be closed. However, if you have any questions, please call me at 571-557-2987 or e-mail me at Helen.B.Chapman@nga.mil.

Sincerely,

Helen Brownie Chapman
FOIA Program Manager

On April 12, 2013:

To Whom It May Concern:

This is a request under the Freedom of Information Act. I hereby request the following records:

This is a request for all documents or memos regarding guidelines for appropriate office apparel.

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires.

Sincerely,

Mara Berg

Filed via MuckRock.com

E-mail (Preferred): 4971-73049390@requests.muckrock.com

For mailed responses, please address (see note):

MuckRock News

DEPT MR 4971

PO Box 55819

Boston, MA 02205-5819

PLEASE NOTE the new address as well as the fact that improperly addressed (i.e., with the requester's name rather than MuckRock News) requests might be returned by the USPS as undeliverable.

UNCLASSIFIED



National Geospatial-Intelligence Agency

INSTRUCTION

NUMBER 1400.9R3
15 November 2012

HD

SUBJECT: Dress Code

References: (a) 42 U.S.C. Title VII of the Civil Rights Act of 1964, P.L. 95-555 as amended
(b) NGA PD 1000R4, Policy Directive for Workforce and Personnel, 5 January 2004
(c) NGA NI 1455.1R6, Employee Adverse Action and Discipline, 11 March 2010

1. PURPOSE. This Instruction:

a. Establishes the dress code policy at the National Geospatial-Intelligence Agency (NGA).

b. Supersedes NGA Instruction, NI 1400.9R2, Appropriate Work Attire, 5 January 2004.

2. APPLICABILITY. This Instruction applies to all civilian NGA personnel and Central Intelligence Agency (CIA) personnel permanently assigned to NGA (affiliates), including personnel assigned to NSTs or on a joint duty assignment. Military and contractor personnel will be referred to their supervisory officials for appropriate requirements.

3. DEFINITIONS. See Glossary.

4. POLICY. It is NGA policy that its workforce is mission ready, which includes employees being dressed appropriately for their work environment and when representing NGA at official functions. Key Component (KC) Directors, or equivalents, will establish the dress code based on objective criteria such as workplace safety, comfort, and professional image. The West Senior Executive has the final authority to prescribe appropriate work attire for employees assigned to NGA Campus West. Site leaders at external locations have the authority to prescribe appropriate work attire for employees assigned to their location.

UNCLASSIFIED

5. RESPONSIBILITIES. See Enclosure.

6. EFFECTIVE DATE. This Instruction is effective on the date of signature.



Ellen E. McCarthy
Chief Operating Officer

Enclosure
Responsibilities
Glossary

ENCLOSURE

RESPONSIBILITIES

1. KC Directorates, or equivalents, shall:

a. Establish an appropriate dress code for their respective areas based on workplace setting, building, safety, and professional image.

b. Ensure their employee's work attire conforms to the established dress code for their office. KC Directorates or equivalents that require uniforms shall ensure the uniforms comply with appropriate dress code guidance.

2. Human Development Directorate (HD) and Office of General Council (OGC) shall assist KC Directorates and equivalents with resolution or clarification of specific dress code issues.

3. Managers and supervisors shall:

a. Ensure employees adhere to the dress code established by the KC Directorates and equivalents. Refer to Reference (c) for additional information and guidance.

b. When necessary, make exceptions to the dress code based on mission requirements and medical reasons and not discriminate on the basis of age, national origin, gender, race, religion, disability, or any other federally protected status.

c. Accommodate religious beliefs unless denying the accommodation can be justified by business necessity.

4. Employees shall:

a. Wear work attire that conforms to the established dress code for their respective component.

b. Wear traditional business attire when representing NGA to non-Agency employees and when briefing at official functions.

c. Wear athletic attire only in workout areas, outside the building, in the atrium, or to and from such areas (including checking in or out of their offices).

5. Organizations collocated in buildings with other external Agencies or Department of Defense (DoD) Components (such as the CIA or Pentagon) shall establish a standard dress code that is consistent with the work attire of the building occupants and enhances the professional appearance of the NGA workforce.

GLOSSARYDEFINITIONS

Athletic attire	Clothing appropriate for the physical activity in which the individual is participating. Appropriate cover-ups (i.e. sweatshirt) should be worn over such attire when checking in or out of the employee's office.
Traditional business attire	Traditional style of clothing which represents a professional image. Examples include suit, pant suit, dress, skirt, blouse, dress shirt (with tie for men), blazer/sport coat, etc.
Business casual attire	A comfortably relaxed version of the more traditional business attire, with no sacrifice of professionalism. Examples include sport coat, blazer, dress, skirt, blouse, collared shirt, pants and capris in business suitable fabrics, sweater and turtleneck.
Casual attire	Casual attire includes an informal style of clothing which is appropriate to the business environment and even more relaxed. Informal style of clothing includes denim pants, jeans, capris, golf or collared shirts, and tennis shoes.
Unauthorized clothing	Unauthorized clothing includes clothing with tears, holes, or excessive wear. This category also includes overly revealing or otherwise inappropriate clothing, such as spandex items or similar athletic attire worn in the office space, except as provided in this instruction.